



Titan Electric began in Chicago, IL in 2006. Presently, Titan Electric Companies has developed into a network of (5) offices. Current locations include Atlanta (GA), Chicago (IL), Dallas (TX), Orlando (FL) and the Company Headquarters resides in Tampa (FL). We are fortunate to have found, in these other locales, leaders that share our core values, and have led the growth into these various markets with expertise in new construction, tenant build/interiors, mission critical, service, low voltage and design build services. We have extensive relationships with owners, general contractors, brokers, developers and property managers. We strengthen these relationships by providing quality work that exceeds our customer's requirements and expectations.

Titan Electric Companies have completed projects around the country in the mission critical, commercial, high-rise multifamily, hospitality, health care, distribution, and industrial vertical markets. We have a team of project management professionals that include Project Executives, Electrical Engineers, Senior Project Managers, Project Managers and Assistant Project Managers. Titan constantly trains our team in all facets of project management and field installations, emphasizing training in safety. Our constant goal is to be continually proactive in assisting and teaming with our customers, to help provide the opportunity to achieve a successful project for all.

Job Title: Payroll Administrator

Job Summary:

Assist Payroll and Benefits Administrator with processing weekly payroll for employees in Georgia, Texas, and Florida. Ensure accurate processing and recording of company's payroll. Resolve payroll issues and respond to queries and requests in a timely manner.

Duties/Responsibilities:

- Manage workflow to ensure all payroll transactions are processed accurately and timely.
- Reconcile payroll prior to transmission and validate confirmed reports.
- Understand proper state and federal taxation laws.
- Process correct garnishment calculations and compliance.
- Reconciling time to the job cost time cards.
- Processing of time off requests.
- Assist in processing of accurate and timely year-end reporting (W-2, 941, 1095, 1099).
- Develop ad hoc financial and operational reporting as needed.
- Maintain and update employee payroll records and benefits files.
- Resolve payroll issues and respond to queries and requests in a timely manner.
- Maintain and create records, reports, and documentation in accordance with federal, state, and provider regulations.
- Other duties as assigned.

Qualifications

- 1 - 3 years' experience processing multi-state payroll.
- Working knowledge of payroll best practices and federal and state regulations.

- Experience with job costing is required.
- Advanced knowledge of Microsoft Office including Word, Excel, and Outlook.
- Ability to deal with sensitive and confidential material.
- Strong verbal and written communication skills.
- Ability to communicate with various levels of management.
- Must have good organizational, multi-tasking, and prioritizing skills.
- Strong attention to detail and analytical abilities.

Titan Electric is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Titan Electric makes hiring decisions based solely on qualifications, merit, and business needs at the time.